Abstract

A method of managing user data-files in a portable digital apparatus capable of inserting and ejecting a recording medium and having a display device includes the steps of generating representative voice files and data-files in a particular (i.e., corresponding) directory according to manipulation of a user, indices according to an order of generation of the representative voice files and the data-files being sequentially included in names of the representative voice files and the data-files (a file generation step), grouping the data-files by unit of the representative voice file according to the indices of the representative voice files and the data-files (a group generation step), and displaying representative data-files of the respective groups in the particular directory and reproducing the representative voice file corresponding to a group to which the representative data-file selected by the user belongs (a display and reproduction step).